

Job Requisition #183046

The Kansas Commission on Veterans Affairs Office is accepting applications for a Network Specialist (Information Technology Manager) who will manage the technology systems for our south-central Kansas state veterans home located in Winfield. This position is directly supervised by our Information Technology Director located in our Central Office in Topeka. The position will typically work M-F, 8-5 and be on call to trouble shoot problems. Minimum salary is \$44,000 annually however; dependent upon education and experience a higher salary may be negotiated. The position is offered an excellent benefits package to include paid life insurance, paid time off, medical/prescription drug/vision and dental coverage, one mandatory (KPERS) and one optional (KPERS 457) retirement plan, as well as death and disability insurance. **Position is open until filled.**

Minimum Requirements:

- Successful completion of 24 hours of computer science coursework or certification and one year experience monitoring and problem solving data, voice, and/or video network or
- three years' experience monitoring and problem solving data, voice, and/or video network. Education may be substituted for experience as determined relevant by the agency.
- Ability to successfully pass criminal background check.

Preferred Requirements (while not mandatory, all or some may be used for screening purposes):

- Associate Degree or higher in Information Technology, Network Administration or Information Systems,
- Microsoft Server or MCSE certification,
- Two (2) years' experience supporting a large multi-building, multi-location local and wide area network with a tele-communication environment, and a
- Passion for serving veterans and their eligible dependents.

At entry, the individual must have knowledge of: Microsoft Server, Microsoft Exchange and DNS, Virtual server environment (VMWare), TCI/IP – DHCP protocols, Router – firewall and VPN configurations, Cisco VoIP – Toshiba, Veeam Backup, and Server hardware, cabling, router, LAN environments, PC desktops / wireless laptops and components. Must have an ability to troubleshoot complex network and workstation issues, interpret state and agency regulations and policies, communicate technical information and conduct training presentations.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at: <http://admin.ks.gov/services/state-employment-center/job/why-register>. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply>.

STEP 3: Submit your online application to the Veterans Commission, Job Requisition 183046.

STEP 4: Submit additional required documents to the specific recruiter designated on this job announcement (Specifically, a copy of your DD214 showing type of discharge is required if you wish to be considered with veterans preference).

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>

Include your name and job requisition number (183046) on all correspondence when submitting documents to the designated recruiter. Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- Online State of Kansas Application form
- Kansas Tax Clearance Certificate (current),
- Copy of DD214 (member copy that shows type of discharge for veterans preference)
- Copy of transcripts and/or certifications

Optional Documents: Cover letter and resume (highly recommended for this professional position)

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant (to include current state employees) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Kim Tatum, Director of Human Resources

Phone: 620-221-3702 FAX: 620-221-7161

Email: kcvajobs@gmail.com

How You Will Be Evaluated: Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next: After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans Affairs Office is an Equal Opportunity Employer